Registration Instructions: Access to iLab Solutions for VUMC Users
(VUMC PIs, Lab Managers, and Lab Members)

Account Access & Login Credentials

VUMC Users (PIs, Lab Managers, & Lab Members) **must register for an iLab account** before being able to access VUMC Cores in the iLab System.

Once registered, All Vanderbilt University Medical Center (VUMC) users will use their VUNet ID and ePassword to access the application.

Account Registration for First-time VUMC PIs, Lab Managers & Lab Member Users

If you’ve not logged into iLab before, you’ll need to register. To register, complete the following steps:

1. Go to the iLab application here: [https://vumc.corefacilities.org](https://vumc.corefacilities.org)
   a. All users will use their VUNet ID and ePassword to access the application.

2. Click the **here** link under the header *Internal VUMC or VU user*.

3. A VUNet ID login screen will display.
   a. Enter your **VUNet ID** and **ePassword**.
4. A registration page will open.

5. It will pre-fill you first name, last name and phone number.
   a. Complete any fields that have not been pre filled.

6. In the **PI/Group** drop down menu, search for the PI’s last name and choose the PI as the lab.
   a. If you **do not see the PI’s name** in the PI/Group drop down menu, select the **AAA Default (VUMC) Lab** as the lab name.
      i. The Office of Research will have a Lab created in the PI’s name and contact you with additional instructions.
      ii. **NOTE:** The PI will need to register for an account before the Office of Research can finish your registration.

   b. If you **work with multiple PIs**, please select one to initially set up the iLab account.
      i. Next, send an email to CoresEmail@vanderbilt.edu with a list of the other PI names.
      ii. The Office of Research will update your iLab account and send a confirmation email.

7. Click register.
8. **Once you register**, the following message will display.

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Hello David Stiles,

Your account activation is currently pending the approval of your membership to the following lab:

- Admin (VUMC) Lab

We have notified the institutional administrators of your request, and they will be reminded each business day if they have not approved your account. You can send an immediate reminder by clicking the 'Send Reminder' button below.

Send Reminder to the Designated Approver

If your request is urgent, please click on the button below and we will do our best to follow up with the appropriate individuals to verify your account.

Request Assistance

Back to Login Page
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9. **Your account will need to be approved.**
   a. The Office of Research will approve requests within 24-48 hours.
   b. The PI and/or the Lab Manager also have the ability to approve research requests as needed.

10. **Upon account request approval**, you will be able to access and request services from VUMC cores and review invoice reports.

### iLab User Support

User Guides and FAQs can be found on the VUMC Office of Research website. Please visit the following webpage to access user support materials.

https://medschool.vanderbilt.edu/oor/vanderbilt-cores-ilab-solutions-transition